

# Job Opportunity Bulletin

Post Date: JULY 8, 2016

## COMMUNITY PROGRAM SPECIALIST II

Salary Range: \$4,600 - \$5,758  
Permanent, Full Time

FINAL FILING DATE: **UNTIL FILLED**

Will also consider **Associate Governmental Program Analyst** eligibility

### JOIN THE DDS TEAM!

For information about the  
DEPARTMENT OF  
DEVELOPMENTAL SERVICES  
Please visit our website at  
[www.dds.ca.gov](http://www.dds.ca.gov)

The Community Program Specialist II position is needed to support the compliance activities associated with the Statewide Transition Plan and direct regional center and service provider efforts to comply with the Centers for Medicare and Medicaid Services' new regulations for Medicaid-eligible home and community-based settings.

For complete duties, please see the duty statement on the following page.

### DESIRABLE QUALIFICATIONS:

- ❖ Knowledge of the California Developmental Disabilities Service system.
- ❖ Excellent oral and written communication and interpersonal skills.
- ❖ Demonstrated ability to work in a fast-paced environment and to organize/ prioritize workload to meet demands.
- ❖ Proficiency in Microsoft Word, Excel, and Outlook.

### ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date.

All applicants will be considered; however, Reemployment/SROA/Surplus candidates will be given priority. Please include the **basis of your eligibility** (list eligibility or lateral transfers must meet the minimum qualifications of this classification) and **position #473-310-8352-905** on your application.

Minimum qualifications (MQs) will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.

Please refer to:

**Position # 473-310-8352-905**

Mail your application to:

Dept. of Developmental Services  
1600 Ninth Street, MS-Q  
Sacramento, CA 95814  
Attention: Claudia Lutz

All applications will be screened  
and only the most qualified will  
be interviewed.

### CONTACT INFORMATION

Name: Claudia Lutz

Number: (916) 322-7784

Email: [claudia.lutz@dds.ca.gov](mailto:claudia.lutz@dds.ca.gov)



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9<sup>th</sup> Street, MS-Q  
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

**COMMUNITY SERVICES DIVISION  
OFFICE OF FEDERAL PROGRAMS AND FISCAL SUPPORT**

**DUTY STATEMENT**

**JOB TITLE:** Community Program Specialist II

**POSITION #:** 473-310-8352-905

**POSITION DESCRIPTION:** The Community Program Specialist II (CPS II) functions as a journey-level program specialist and is capable of a variety of analytical tasks related to the State's efforts to comply with the Centers for Medicare & Medicaid Services' (CMS) new regulations for Medicaid-eligible home and community-based services (HCBS) settings. The CPS II may act as lead on a variety of projects involving interagency activities and stakeholder groups. Prospective candidates have experience in coordinating activities, providing technical assistance, and using effective research skills. Strong written and verbal communication skills are essential to the successful performance and completion of job duties.

**SUPERVISION EXERCISED:** May act as the staff lead on various projects.

**SUPERVISION RECEIVED:** Reports to and is under the general direction of the Community Program Specialist III in the Office of Federal Programs and Fiscal Support.

**EXAMPLES OF DUTIES:**

Essential Job Functions:

- 25% Work with stakeholders on defining/identifying new service models or potential changes to existing models and develop recommendations for changes to statute, regulations, policies and protocols to bring State standards and HCBS settings into compliance. Draft potential changes to statute, regulations, and policies, and develop required waiver and state plan amendments.
- 25% Finalize all reports concerning assessments of statute, regulations, policies/protocols, and DDS-specific tools for provider self-surveys and on-site assessments. Develop informational and training materials for provider self-surveys; coordinate process for completion/submission of provider self-surveys and on-site assessments. Establish the processes for on-site assessments and for identifying settings "presumed to be institutional" per CMS Guidance, and coordinate training and formation of monitoring teams. Ensure that Self-Determination Program (SDP) services meet HCBS settings rules, and assist with SDP development and implementation.
- 20% Maintain communication with all stakeholders, including state departments (e.g. DHCS, DSS, DOF), regional centers, DDS work groups/subgroups, internal teams, service providers, consumers and families. Develop informational materials and conduct training for regional centers, stakeholders, service providers, and consumers and families, and maintain/update Internet as needed.

Essential Job Functions (cont'd):

- 20% Prepare Department-specific Transition Plans for the 1915(c) HCBS Waiver and the 1915(i) State Plan and work with DHCS to incorporate the Transition Plans, and all subsequent DDS-specific plans into the Statewide Transition Plan. Conduct public comment process for development/submission of the Transition Plans, and incorporate any changes made as a result of public comments. Respond to CMS' requests for clarifications and changes to the Transition Plans.

Marginal Job Functions:

- 10% Collect and maintain data regarding provider self-surveys and on-site assessments. Develop and produce reports, as required, for executive management, stakeholders, and CMS.

**WORKING CONDITIONS:** Work is performed in an open-spaced, partitioned office environment. Working on a personal computer 50% to 75% of total office time. Some statewide travel may be necessary.

**DESIRABLE QUALIFICATIONS:**

Knowledge of: The Lanterman Act and developmental services system; applicable state and federal laws, policies, and regulations; HCBS Waivers, State Plan, and CMS' new regulations for HCBS; processes of community and group interaction in developmental disabilities planning procedures; and current trends in developmental disabilities, public health, and public welfare.

Ability to: Evaluate and assist community programs in compliance with new HCBS rules; develop cooperative and harmonious relationships with departments, regional centers, service providers, consumers, families and other stakeholders; analyze and review state laws, regulations, and policies; work with professional personnel in the field relating to developmental disabilities professions in coordinating and developing services for persons with special developmental needs; analyze situations accurately and take effective action; communicate effectively both verbally and in writing.

**CERTIFICATION OR LICENSE:** None.